



Financial Management

***TIME AND ATTENDANCE REPORTING FOR
DEFENSE CIVILIAN PAY SYSTEM (DCPS)***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements AFPD 65-5, *Cost and Economics* and DOD 7000.14-R, [Volume 8, Civilian Pay Policy and Procedures, Chapter 2](#) (Time and Attendance). This publication prescribes the use of OO-ALC Form 500, **DCPS Work Schedule Change**; OO-ALC Form 501, **DCPS Timecard Format 1**; and OO-ALC Form 502, **DCPS Timecard Format 2**. This publication provides policies and prescribes procedures for time and attendance recording, certifying, and reporting into DCPS, for Hill AFB. Individuals recording and approving officials have the responsibility to ensure policy in DOD 7000.14-R, Volume 8, Chapter 2 and this publication is adhered to. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*.

1. Responsibilities.

1.1. Approving Officials attest to the best of their knowledge, the actual work schedules recorded are true, correct and accurate, on OO-ALC Form 501 or 502 and documented in writing.

1.2. Individuals recording time and attendance on OO-ALC Form 501 or OO-ALC Form 502 must ensure employees have attested to the accuracy of their current pay period's time and attendance (including any exceptions such as use of leave) and any adjustments or corrections. Entries for overtime and compensatory time earned have to be approved before certification. OO-ALC Form 500 is used to record changes to the DCPS information on personnel such as work shifts or work schedule changes. **NOTE:** Only certified time and attendance (T&A) data reported on the OO-ALC Forms 501 and 502 are the source documents used to enter payroll information into the Defense DCPS.

1.3. The certification of a T&A form is an authorization for the expenditure of government funds. The first-line supervisor is responsible for certifying T&A forms. However, in the absence of the first-line supervisor, the acting supervisor or the next level supervisor may certify T&A forms and approve leave. Certifying responsibilities should not be assigned to individuals who cannot actually **observe** employees' attendance and absence each day. Only the certifying official can make pen and ink changes on T&A forms. The certifying official must line through the error and make corrections as near as possible to the erroneous entry. The certifying official must initial each line-through correction. Do not use whiteout or correction tape on T&A forms. One copy of each certified T&A form and documentation used for each pay period is to be kept available for audit, or for six years, whichever occurs first.

2. Required Data Elements. Required data on time and attendance reports is not limited to the following:

- 2.1. Employee name and social security number (SSN).
- 2.2. Pay period number or dates.
- 2.3. Number of hours worked by day and in total.
- 2.4. Number of hours of premium work, by type, to which employee is entitled.
- 2.5. Number of credit hours and compensatory time earned.
- 2.6. Number of leave hours (by type), credit hours and compensatory time used
- 2.7. Dates leave is taken.
- 2.8. Any required supporting documentation for absences, e.g., court orders, Office of Personnel Management (OPM) Forms or military orders.
- 2.9. Handwritten signature of an authorizing official.
- 2.10. Such other information as may be required in support of operations.

3. Prescribed Forms. OO-ALC Form 500, **DCPS Work Schedule Change**, OO-ALC Form 501, **DCPS Time Card Format 1**, and OO-ALC Form 502, **DCPS Time Card Format 2**.

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